

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
FROM : Chief, Intelligence Training Division
SUBJECT: Weekly Report

DATE: 4 June 1953

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Submitted herewith is the report for the week ending 4 June 1953:

1. BIC (I) #10 began on 1 June with 42 trainees enrolled. A list of the trainees with their Office designations is attached.

2. The Intermediate Training Course for Scientific Analysts began on 1 June. The starting group of eight was reduced by one when OSI was forced to withdraw one trainee because of a rush project.

3. [] and I have each given two lectures in the BIC (CS), which began on 1 June.

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4. [] has been supervising the provisionally cleared group meeting in the R&S Building. There were five persons in the group last week, and there are three at present, two from TSS and one from OCD.

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5. [] met with [] on Wednesday to discuss the preparation of some film materials for use in the BIC (I). They expect to meet again soon with an officer from the Graphics Register who has offered to give assistance.

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6. Visits which I made to "M" and "Q" buildings on Wednesday developed into informal sessions on training matters. In ORR, I discussed with Messrs. Hitchcock, Clark, and [] our BIC program and the course for OSI analysts. Clark said that he would like to attend the periods when the trainees from ORR give their area reports, and I told him that he and any other persons from that office would be welcome. Mr. Sheldon and [] joined a talk which I was having with Mr. McMahon in OCI. Mr. Sheldon said that he would like to see a number of the people in his office utilized as lecturers in our courses. I am going to send him a list of some of the subjects which we invite speakers to talk on, and he offered to suggest some additional people we could ask.

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7. We are sorely in need of clerical assistance. With the departure of [] the whole burden has fallen on our remaining employee, [] is aware of our situation and has assured us of additional help as soon as someone reports for duty.

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Director of Training

-2-

4 June 1953

8. The Reading Improvement Branch currently has 113 trainees enrolled in eight training courses.

9. [] and her staff recently discussed the Training Evaluation Program with []. It is tentatively planned to start trainee evaluations with BIC #10.

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10. The results of the BIC reading retention program are attached.

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Attachments: 2

OTR/HMS:afp

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